



RFI Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32701-0000008605	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
TDEC WTRO Janitorial			
Start Time	Finish Time		
12/30/2014 09:00:00 CST	01/20/2015 11:00:00 CST		

Bidder: PUBLIC EVENT DETAILS

Submit To:

Contact: Lindsay Oliveras

Phone:

Email: lindsay.oliveras@tn.gov

Event Description

This event is for a mandatory pre-bid site visit for janitorial services for agency: TN Department of Environmental Conservation.

Specifications and terms & conditions are attached.

Agency Contact: Susan Blankenship at 731-968-6608.

READ THE ENTIRE EVENT, including the Event Details, Specifications, and Terms and Conditions and any other attached documents.

This is a notification for a mandatory pre-bid site visit to be held on January 20, 2015 at 10 a.m. CST at: West TN Regional Maintenance Office (WTRO)
21540 Natchez Trace Rd.
Wildersville, TN 38388.

The purpose of this Pre Bid Site Visit Event/Source of Supply Event is for a multi-year contract to provide: The State of Tennessee, with products and/or services as described in the attached terms, conditions, specifications and drawings sheet.

If the Review and bid on this event link included in the e-mail notification does not work, please go to http://state.tn.us/generalserv/cpo/for_bidders.html
Click on the link that says Bid Opportunities and log in with your vendor ID and password.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <https://supplier.edison.tn.gov/> (Maintain supplier information)

Central Procurement Office Website: www.tn.gov/generalserv/cpo

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to check the website frequently.

Factor Summary

Question	Response
All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:	

List the Service Organization:

List the Service Organizations Address:

List the Area(s) in TN that the Service Organization will Service:

List the Service Organizations Phone Number:

List the Service Organizations Toll Free Number:

List the Service Organizations Pager or Cell Phone:

List the Service Organizations Fax Number:

List the Service Organizations Email Address:

List the Service Organizations Website:

Required: Yes Mandatory ResponseNo



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Bidder: PUBLIC EVENT DETAILS

Submit To:

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Email: lindsay.oliveras@tn.gov

Response Comments

Associated Terms:

Service Organization

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Service Experience, Time in Business, Contracts

List the Length of Time Your Company has been in Business. A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the Description of Services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract

List Name/Address of Comparable Contract

List the Contact Person

List the Phone Number

List the Contact Person's Email Address.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Service Experience, Time in Business - Contracts

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion of comparable contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications. Enter the length of time in business and evidence of completion of three comparable contracts in the space provided below.

Failure to provide at least three comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.



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Please list the following for all licenses and permits required by federal and state law.

List the Type of License

List the Name on the License

List the License Number

List the Expiration Date

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.



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Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name

List the Sub-Contractor's Address

List the Sub-Contractor's Contact Person

List the Sub-Contractor's Phone Number

Required:Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Required: Yes Mandatory Response:Yes

Response Comments

How many days after receipt of purchase order will it take you to deliver this item?

Required: Yes Mandatory ResponseNo

Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Required: Yes Mandatory ResponseNo



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Response Comments

Associated Terms:

Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

Describe your Quality Control Program or Procedures:

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Quality Control

The vendor/contractor shall furnish competent, skilled supervision to insure that reasonable quality standards are maintained at all times.

Janitorial Service Experience, Time in Business

Enter the information or attach documentation including the following.

Length of time in business

Description of services

Location

Include a minimum of three (3) comparable contracts including the following information.

Customer

Building

SQ FT cleaned

City/State/Zip

Telephone Area Code

Phone Number

Contact Person

Contract Start Date

Contract End Date

Required: Yes Mandatory ResponseNo



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Bidder: PUBLIC EVENT DETAILS

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Contact: Lindsay Oliveras

Phone:

Email: lindsay.oliveras@tn.gov

Response Comments

Associated Terms:

Janitorial Service Experience, Time in Business

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion and/or current comparable janitorial contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of bidder's ability to provide services in accordance with the terms and conditions of the specifications. Enter the length of time in business and evidence of completion and/or current comparable contracts, (3) three minimum, in the space provided below.

Note: Make copies of this reference sheet if additional references are needed for comparable square footage based on the square footage bid.

%%TN_DGS_JAN_LENGTH_TIME_BUSINES%%

%%TN_DGS_JAN_DESC_SVCS%%

%%TN_DGS_JAN_LOCATION%%

1. %%TN_DGS_JAN_CUSTOMER_NAME%%

%%TN_DGS_JAN_BUILDING%%

%%TN_DGS_JAN_SQ_FT_CLEANED%%

%%TN_DGS_JAN_ADDRESS%%

%%TN_DGS_JAN_CITY%% %%TN_DGS_JAN_STATE%% %%TN_DGS_JAN_ZIP%%

%%TN_DGS_JAN_AREA_CODE%% %%TN_DGS_JAN_TELEPHONE%%

%%TN_DGS_JAN_CONTACT_PERSON%%

%%TN_DGS_JAN_START_DATE%% TO %%TN_DGS_JAN_END_DATE%%

Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.



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Required: Yes Mandatory ResponseNo

Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.

Your bid will need to be edited online to include attachment responses.

Response Comments



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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		



RFI Details (cont.)

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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services
Purchasing Division
3rd Floor Tennessee Tower
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009